

TENNESSEE BOARD OF LAW EXAMINERS  
511 Union Street, Suite 525  
Nashville, Tennessee 37219  
Phone: 615-741-3234

[BLE.Administrator@tncourts.gov](mailto:BLE.Administrator@tncourts.gov)

WEBSITE : [www.tnble.org](http://www.tnble.org)

**Instructions for Amendment to Application** (Revised 10/2016)

**This form is to be used if this if you have a pending, previously submitted application for admission to the Tennessee bar, regardless of type of application, and you have supplemental, new or different information to report. A change to your personal address and phone number are done in Synergy (<https://synergy.tnble.com>) in your system profile (My Profile Page). To change an email address only, please send an email to [BLE.administrator@tncourts.gov](mailto:BLE.administrator@tncourts.gov) requesting the change.**

The Tennessee Board of Law Examiners (TNBLE) uses EMAIL to contact you. It is your responsibility to maintain your current email address other contact information in your personal profile or you will miss important information from the TNBLE.

For changes to any of the answers you provided in the NCBE Background Investigation Application or the Tennessee Supplemental Information, you must complete this Amendment Form as well as any amendment form that might be required by the NCBE if your investigation is pending. Examples of changes include changes in employment, criminal matters, traffic tickets, etc. The answers to all questions must be completed. Failure to be completely candid may result in denial of eligibility to sit for the examination and/or certification of eligibility for licensing. If there is any doubt about how to answer a question, you should answer to the best of your ability and explain the concern in the space provided.

When providing additional information to supplement answers, give information in the same manner as called for in the original NCBE or TN Supplemental application. Upload this form and any attachments by saving the document as a .pdf and clicking the paperclip next to “Applicant Additional Documentation as Requested” under the “Related Items” tab for your most recent application. If you are submitting this form with a Re-Examination application, you must submit the Re-Examination application first so that the amendment is linked to your most recent application.

**Applicants to the Bar of Tennessee are responsible for ensuring that all documents are submitted to the TNBLE in a timely manner. Applicants may be notified by the Board that there is a deficiency in the file; however, such notification is a courtesy. Failure of the Board to notify an applicant of a deficiency does not entitle the Applicant to an extension of time to submit the required documentation.**

[continued next page]

## Amendment to Application

NCBE #: \_\_\_\_\_ NCBE Application #: \_\_\_\_\_  
(Number printed beneath the bar code of the NCBE application)

I, (Full Name: \_\_\_\_\_),  
having applied for admission to the Bar of Tennessee, understand that I am under a continuing obligation to keep my application current and must update responses whenever there is an addition or change to information previously provided. ***I have amendments to my previously submitted Application.***

Please identify what has changed including the question or form number when applicable.

Question Number:

Amendment Details:

  
  
  
  
  
  
  
  
  
  

**PLEASE NOTE:** If you first applied for admission more than two years ago, your NCBE application and background investigation must be updated and supplemented every two years. You will not be permitted to take the exam or otherwise be licensed without proof that you have submitted the appropriate documentation to the NCBE to supplement your background investigation. Please include the most current application number (printed beneath the bar code) in the space provided above.

I certify that I have completed and submitted the appropriate amendment to the NCBE, if required, and will upload a copy of such amendment upon submission of this form.

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND CHECK THE BOX TO ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT:**

I understand that filing an application with the NCBE does not constitute a filing with the TNBLE nor does filing with the TNBLE constitute a filing with the NCBE. Both applications must be filed for your application to be complete.

[ ] I understand that I that I am under a continuing obligation to keep my application current and must update responses whenever there is an addition to or a change to the information previously provided to the TNBLE or the NCBE. The updates, excluding address changes completed by updating My Profile in Synergy, must include this form and all relevant documentation, signed under oath before a notary, scanned and saved as a .pdf and uploaded to Synergy. Further, I understand that applications pending two (2) or more years must be updated and a supplemental NCBE background investigation requested. I have included the most current application number in the space provided above.

[ ] I understand that any changes in the responses to the completed NCBE Application must be submitted to the NCBE if the background investigation has not been completed and submitted to the Tennessee Board of Law Examiners.

If you have delayed in seeking licensing, please explain why and what you have been doing in the interim. (NOTE: Licensing must be completed within two years or scores and investigations expire; see the website for Board Policies)

***By signing, I certify that all of the above and attached supplementary information is correct to the best of my knowledge. I understand that failure to respond fully and accurately to the questions included on the NCBE application or herein or to inform the TNBLE and NCBE of any changes may result in denial of my application for admission to practice law in Tennessee. I further understand that the TNBLE may report to NCBE for investigation any instance of misrepresentation in the application process.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Save the signed amendment and any attachments as a .pdf file. Upload this form by selecting "Related Items" and clicking on the paperclip next to "Applicant Additional Documentation as Requested."